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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

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DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2010 - 13**

**EFFECTIVE:** April 18, 2010

**DATE:** March 30, 2010

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Patricia L. Caruso, Director

**SUBJECT:** Transfer of Equal Employment Opportunity Services to Civil Service Commission

Executive Order 2007-30 consolidated human resources operations in the Civil Service Commission. This included all equal employment opportunity (EEO) services; however, it was agreed that this Department would retain EEO services pending further discussion. It has now been agreed that all management functions for the EEO program will be transferred to the Civil Service Commission effective April 18, 2010.

As a result of this transfer of management functions, all investigations of employee discriminatory harassment complaints will be under the jurisdiction of the Internal Affairs Division, Operations Support Administration (OSA), beginning April 18, 2010. The Internal Affairs Division also will have jurisdiction to investigate allegations of employee civil rights violations beginning that same date. The Administrator overseeing the provision of EEO services to the Department ("EEO Administrator") will be responsible for referring discriminatory harassment complaints needing investigation to the Internal Affairs Division; the Manager of the Labor Relations Section, OSA, will be responsible for referring allegations of civil rights violations needing investigation. The referrals will be made on a Complaint Against Employee form (CAJ-307). These cases will be investigated and processed consistent with requirements set forth in PD 01.01.140 "Internal Affairs" except that the EEO Administrator will be responsible for notifying the employee who made the discriminatory harassment allegation of the outcome of the investigation. Whenever disciplinary charges are issued, the disciplinary conference shall be conducted and any disciplinary sanctions imposed as set forth in PD 02.03.100 "Employee Discipline"; the EEO Office does not need to be consulted during the disciplinary process.

These changes will be incorporated into PD 01.01.140 and PD 02.03.109 "Discriminatory Harassment" when they are next revised.

PLC:OLA